

VACANCY ANNOUNCEMENT

(Announcement Number: 11-11)

The American Embassy in Kathmandu is seeking an individual for the position of Buildings and Housing Inspector.

OPEN TO: All Interested Candidates

POSITION: Buildings and Housing Inspector

OPENING DATE: May 27, 2011

CLOSING DATE: June 10, 2011

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

The incumbent is responsible for developing, supervising and managing buildings and housing improvement projects. The incumbent is responsible for inspection and certification of occupational life and safety standards for the U.S. Mission employees and its properties. The incumbent also serves as a liaison with relevant host government office on occupational life and safety issues. The incumbent coordinates maintenance work for Short Term Leased residences related to life and health safety.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Bachelor's degree in Civil, Mechanical or Electrical Engineering is required.
2. A minimum of 3 years of experience in facility operations and maintenance projects is required. One year of supervisory experience is required.
3. Level IV (Fluent) Speaking/Reading English is required. Level IV (Fluent) Speaking/Reading Nepali is also required.
4. Good knowledge of acceptable codes, permits and material quality for civil, electrical and mechanical equipment and systems is required. Good knowledge of generally accepted practices related to all maintenance trades and safety practices is required.
5. The ability to write and explain specification, statement of work for facility related modification/upgrading projects is required. The ability to use various

measuring tools and equipment related to the electrical, mechanical and civil trade is required. The ability to use various computer applications such as MS Word, MS Excel, MS Outlook, Power Point and AutoCAD is required.

TO APPLY

Interested applicants for this position must submit Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of supporting documentation (e.g. awards (if any), education certificates, etc) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website:

http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

SUBMIT APPLICATION TO (Please clearly mark your envelope as “Application for Buildings and Housing Inspector)

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

Or via email: recruitktm@state.gov

**AN EQUAL OPPORTUNITY EMPLOYER
WOMEN ARE EQUALLY ENCOURAGED TO APPLY**

Also visit us at:

http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html